|  |  |  |
| --- | --- | --- |
| **Responsible** | **Action** | **Date Completed:** |
| Department | Provides candidates social security number to the Dean’s Office (Do Not Send SS#’s via e-mail.) If the candidate is uncomfortable providing their SS# to the department they may provide it to the Dean’s Office directly. |  |
| Dean’s Office | Forwards candidates application, documentation of background check “Meets Requirements” and provides social security number to Faculty Affairs. (Do Not Send SS#’s via e-mail.) |  |
| Faculty Affairs | \*Provides PeopleSoft Employee ID number (PSID#) to the Dean’s Office. |  |
| Dean’s Office | Forwards PSID# and notifies the department to add the candidate to the schedule. |  |
| Department | \*Submits FAF form to Academic Scheduling to assign faculty to the schedule. |  |
| Dean’s Office | \*Submits Electronic Status Profile (ESP). |  |
| IITS | Creates faculty email account and grants PeopleSoft permissions (user name and password are provided to Dean’s Office and/or Department contact who will then provide to the faculty member) .\*\* |  |
| Dean’s Office | Sends electronic New Hire Lecturer packet with sign-in documents to the candidate for their completion. Candidate must sign-in with HR on or before their first day of employment. Note: Employment begins with faculty pre-instruction activities not the first day of classes. |  |

Lecturer New Hire Checklist

\*Required steps for faculty accounts to be established. Accuracy is extremely important when submitting the ESP so please verify their preferred name and spelling prior to submitting.

\*\*Cougar Courses may be accessed by going to <https://cc.csusm.edu/>. Log in using your user name and password.